

MRDI/2022-2023/266

29 March 2023

Abdul Hai
Proprietor, PrinTech
31 Babupura, Katabon, Nilkhet,
New Market, Dhaka-1205.

Subject: Work order for production of Research Report on "A comparative analysis of media coverage in renewable energy, non-renewable energy and climate change and environment".

Dear Mr. Hai,

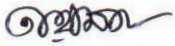
This is to inform you that MRDI has selected your firm to produce and supply 500 copies of Research Report on "A comparative analysis of media coverage in renewable energy, non-renewable energy and climate change and environment" as per your quotation submitted on 13 March 2023. According to this work order you will print and supply 500 copies of the report within 15 April 2023. MRDI will provide you the matters for the print.

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	Research Report on "A comparative analysis of media coverage in renewable energy, non-renewable energy and climate change and environment"			
	Editing			85,000.00
	DTP Design, Cover Design & Layout Size : 8.50 inch X 11.00 inch Page : 38 pages Cover : 300 gm Art Card, 4 color Print, Mat & Spot Lamination Inner : 100 gm Offset Paper, 1 forma color & others forma bi color print Binding : Hard Juice	500	136	68,000.00
	Total			153,000.00

1. You will do editing and DTP Design Cover Design, Layout of the publication.
2. The total payment will be (Tk. 85,000 + Tk. 68,000) Tk. 153,000/- (One lac fifty three thousand) only including VAT and TAX.
3. You will supply the Research Report in MRDI office within 15 April 2023 before 5.00 PM.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. PrinTech will give us illustration copy of the Research Report at soft version.
6. Increase or decrease of 1 forma or its part, price will be increase or decrease by taka 5,200/-
7. Payment will be made through Bank transfer or cheque upon submission of the bill after delivery.

8. VAT and Tax as admissible will be deducted at source as per Govt. rules.
9. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the production quality is not satisfactory.
10. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy
Senior Accounts Officer
MRDI

RECEIVED
A. Heri
29.3.23

